



2021

# OCEAN SHORES PUBLIC LIBRARY

## Policy: 8.0 Services

Adopted by Library Board of Trustees

July

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The Ocean Shores Library offers a variety of services to patrons of all ages including reference, reader's advisory, online access to the electronic resources, patron technology assistance, and photocopying.

### **8.1 Reference**

Library staff works with patrons to recommend, evaluate, and/or use information resources to meet the patron's information needs.

### **8.2 Reader's Advisory**

Library staff suggests or recommends fiction and non-fiction titles to readers based on their interests or inquiries. The recommendations may also include non-print media such as movies, audiobooks, music, or electronic resources.

### **8.3 Programs**

The library offers a variety of age appropriate programs for adults, teens, and children based on local interests. These may include year round programs, special events, ongoing programs and/or specialized ones, such as summer reading.

### **8.4 Technology Assistance**

Library staff provides customized assistance to registered patrons on an appointment basis to learn and use technology. Examples include using a computer in general, Microsoft products, and the library's downloadable media onto a mobile device or computer.

### **Internet Services**

The Ocean Shores Public Library offers Internet access to patrons. The Internet is a global electronic network of ideas, images and commentary that enhances resources already

## **8.5 Online Services**

The library offers patrons a wide range of electronic services.

Thousands of popular eBooks and audiobooks are available for checkout with a valid library card to download, and use on electronic or mobile devices .

Newspapers providing world, Washington state, and local news are accessible with a valid library card.

Free public domain audiobooks are free for anyone to download or to listen to on their electronic devices.

eBooks are available to anyone to download or read online. The focus is on older works for which U.S. copyright has expired.

## **8.6 Computer Services**

The library offers computers for patron use, along with wireless access.

*See Policy 9.0: Computer Services*

## **8.7 Photocopying**

The primary use of the copy machine is for library staff and the Friends of the Library.

The public may make copies on a self-service basis. Photocopies may not be made in violation of copyright laws.

The copy machine is the property of the Friends of the Library. Fees for copies are determined by the Friends of the Library in conjunction with the Board of Trustees. Fees for copies are collected by the Friends of the Library.